

ALPR Camera Policy for Franklin County Sheriff's Office

PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the responsible use of Automatic License Plate Recognition (ALPR) cameras by the Franklin County Sheriff's Office. ALPR cameras enhance public safety, support investigations, and assist in the identification of suspects, stolen vehicles, and individuals with outstanding warrants. This policy applies to all law enforcement and civilian personnel within Franklin County Sheriff's Office who are involved in the use, access, or management of ALPR camera data, including officers, investigators, supervisors, and administrative staff.

AUTHORIZED USE:

ALPR cameras are intended for use in the following scenarios:

- Locating and recovering stolen vehicles.
- Identifying individuals or vehicles involved in criminal activities (e.g., robbery, burglary, etc.).
- Assisting with investigations involving missing persons or suspects with outstanding warrants.
- Supporting traffic-related investigations, including hit-and-run incidents or suspected impaired driving.
- Assisting local police with investigations for serious crimes or missing persons.
- Monitoring public security threats and court related buildings.

PROHIBITED USE:

- ALPR cameras must **not** be used for surveillance of individuals or groups based on race, ethnicity, religion, or other protected characteristics.
- Camera data **cannot** be used for personal purposes or for monitoring political, religious, or social activities unrelated to law enforcement needs.

DATA COLLECTION AND RETENTION

ALPR cameras capture images of vehicle license plates, vehicle descriptions, timestamps, and location data.

- **Data Retention:** The data collected by the cameras will be retained for no more than 30 days, after which it will be automatically deleted unless flagged for ongoing investigations.
- **Access to Data:** Only authorized personnel, including law enforcement officers, investigators, Intel Analysts, command center operators, and supervisors, are permitted to access and review camera data.

- **Access Log:** All access to camera data will be automatically logged through the ALPR database and monitored to ensure accountability and transparency.

PRIVACY AND CIVIL LIBERTIES

The office is committed to protecting individuals' privacy rights while using ALPR cameras. The following practices will ensure respect for privacy:

- The Sheriff's Office will comply with all applicable local, state, and federal laws regarding privacy rights and civil liberties.
- Data will be used solely for legitimate law enforcement purposes and will not be shared with non-law enforcement entities unless legally authorized (e.g., with a court order).

DATA SHARING AND DISCLOSURE

- Data collected by ALPR cameras may be shared with other law enforcement agencies for investigative purposes, but only in accordance with legal requirements (e.g., court orders, subpoenas, interagency agreements).
- The office will **not** sell, share, or distribute collected data to private companies or individuals unless authorized by law.
- Citizens can request information about data collection practices and file complaints related to the use of ALPR cameras in accordance with any local, state or federal laws.

ACCOUNTABILITY AND OVERSIGHT

- **Auditing:** The office will conduct quarterly audits of camera usage to ensure compliance with this policy.
- **Misuse:** Any misuse of camera data will be subject to disciplinary action, including potential termination of employment, in accordance with the office's internal policies.
- **Public Transparency:** If requested, the Sheriff's Office will provide periodic reports to the public on the use and effectiveness of ALPR cameras, including how the data is being used and how privacy is being protected. Yearly, a report will be shared with the Courts and County on success stories and usage of the system in Franklin County.

TRAINING

All officers and personnel who interact with ALPR cameras will undergo mandatory training that covers:

- Legal and ethical considerations when using ALPR technology.
- Proper procedures for accessing and using camera data.
- The importance of safeguarding privacy and civil rights.
- How to operate the cameras, interpret the data, how to respond to active hits, and follow up on leads generated by the system.

COMPLIANCE WITH LAWS

The use of ALPR cameras will be in compliance with all relevant laws and regulations, including the Fourth Amendment of the U.S. Constitution, state privacy laws, and any local ordinances. The office will also stay informed about any changes to the law that may affect the use of ALPR systems.

REVIEWS AND UPDATES

This policy will be reviewed annually and updated as necessary to address changes in technology, law, or best practices. Feedback from the community and office personnel will be considered in the review process.

CONCLUSION

The Franklin County Sheriff's Office is committed to utilizing ALPR cameras in a responsible, transparent, and lawful manner to enhance public safety and support law enforcement efforts. Through careful oversight, training, and adherence to privacy standards, we aim to maximize the effectiveness of this technology while protecting the rights of individuals.

Policy Approval:

- **Approved by:** Sheriff Benjamin Sites
- **Effective Date:** 12/1/2024
- **Review Date:** 12/1/2025

This policy provides a comprehensive framework for the responsible use of ALPR cameras, ensuring that law enforcement agencies can effectively use the technology while balancing privacy rights and community trust.

